



TELECOMMUTER'S HOME SAFETY CHECKLIST

The Telecommuter is responsible for ensuring a clean, safe and ergonomically sound home/off-site office. As a condition for telecommuting, an initial on-site work place hazards assessment of the home/off-site office may be deemed necessary. All of the following conditions should be met and checked off and the Telecommuter should review this checklist with his/her Appropriate Administrator and sign it prior to the start of telecommuting:

Alternative Worksite Physical and Ergonomic Conditions
<input type="checkbox"/> The telecommuter agrees to maintain a clearly defined workspace that is clean, free from distractions and obstructions, and is in ergonomically sound condition.
<input type="checkbox"/> The work area is adequately illuminated with lighting directed toward the site or behind the line of vision, not in front of or above it.
<input type="checkbox"/> Supplies and equipment (both University and employee-owned) are in good condition.
<input type="checkbox"/> The area is well ventilated and heated.
<input type="checkbox"/> Storage is organized to minimize risks of fire and spontaneous combustion.
<input type="checkbox"/> All extension cords have grounding conductors.
<input type="checkbox"/> Exposed or frayed wiring and cords are repaired or replaced immediately upon detection.
<input type="checkbox"/> Electrical enclosures (switches, outlets, receptacles and junction boxes) have tight fitting covers or plates.
<input type="checkbox"/> Surge protectors are used for computers, fax machines and printers.
<input type="checkbox"/> Desk, chair, computer and all other equipment used for telecommuting are of appropriate design and arranged to eliminate strain on all parts of the body.
<input type="checkbox"/> A user-friendly and ergonomic workstation is ready at the site. All work materials and equipment are in a secure place that can be protected from damage or misuse. Security requirements are in place to protect confidentiality and security of university information and computer systems.

Emergency Preparedness
<input type="checkbox"/> Emergency phone numbers (hospital, fire, police) are posted near the workstation.
<input type="checkbox"/> A first aid kit is easily accessible and replenished as needed.
<input type="checkbox"/> Portable fire extinguishers are easily accessible and serviced as needed.
<input type="checkbox"/> An earthquake preparedness kit is easily accessible and maintained in readiness.

I certify that all answers are "yes" and that all safety conditions are met:

Employee Signature _____ Date _____